

EMPLOYEE HEALTH MANAGEMENT ERGONOMIC ASSESSMENT PROCEDURE

The purpose of the Employee Health Management (EHM) "At-Risk" program is to maintain and preserve a healthy and productive work force. The goal of EHM is to create an ergonomically healthy work environment. This goal is accomplished through modifications of workplace conditions and job demands to enhance the capabilities of the employee. The Department of Labor and Economic Growth is in support of this goal.

Steps to Follow to Request Services

1. The employee or their supervisor contacts the Equal Opportunity Office (EO Office) at (313) 456-2461 to discuss the need for an ergonomic assessment. If appropriate, the employee is directed to complete an Ergonomic Assessment Request form.
2. Employee obtains medical documentation from medical provider that includes diagnosis and a request for an ergonomic evaluation or services. Employee submits medical documentation and request form to EO Office. The information may be submitted by fax at (313) 456-2477 if desired.
3. The EO Office completes form DMB-OSE 2209, "Request for At-Risk Assessment".
4. The EO Office faxes both medical documentation and "Request for At-Risk Assessment" form to EHM.
5. Once the request is approved by EHM, the Michigan Rehabilitation Services-Accommodation Center (MRS-AC) will be notified.
6. MRS-AC will then make a three-point contact (employee, supervisor and EO Office) to schedule an on site assessment. This three-point contact will take place within approximately one week of the referral from EHM to MRS-AC.
7. A rehabilitation specialist normally completes the assessment within 30 days.
8. MRS-AC sends the ergonomic assessment recommendation to the EO Office, the employee and the employee's supervisor.
9. After review, the EO Office contacts the department's personnel liaison to coordinate workspace design, changes and modifications, and equipment ordering and installation.
10. EO Office completes a follow up with the employee regarding the modifications approximately 30 days after the modifications are approved.